



COMMERCE AND INSURANCE
TENNESSEE COMMISSION ON FIRE FIGHTING
500 James Robertson Parkway, Suite 630
Nashville, TN 37243 – 615-741-6780

**APPLICATION FOR FIRE DEPARTMENT INSTRUCTOR-II PRACTICAL EXAM
AND EXAMINATION REQUIREMENTS**

An applicant electing to challenge the Fire Department Instructor-II examination must first contact the Commission Office through the department's Training Officer by completing "Section A" of this form. The applicant will be assigned a fire service subject and mailed this form, through the Training Officer, in order that he/she may complete the practicals as outlined below in Section B. Upon completion of the practical, the applicant shall complete Section C of this form and submit it along with the outline to the Commission Office for evaluation on an approved/unapproved basis. **ALL INFORMATION MUST BE PRINTED OR TYPED.**

SECTION A

This section is to be completed in order to request a subject assignment from the Commission. Upon receipt of subject, the applicant shall independently develop a lesson plan meeting the requirements of NFPA 1041 as described in Section B.

FIRE DEPARTMENT

DATE

APPLICANT'S NAME

SOCIAL SECURITY NUMBER

SECTION B

Given the fire service related subject _____, which was selected at random by the Commission, the applicant shall analyze the subject, determine the appropriate objectives, and develop a comprehensive lesson plan that meets the objectives for that subject and includes the following components as derived from NFPA 1041:

The format of the outline is left to the discretion of the applicant; however it must be clear, concise, legible, and meet the following requirements:

1. The course outline must contain the following:

- | | |
|---|--|
| a) Job title or topic | h) Formulate budget needed cost to deliver this course. |
| b) Define the level of instruction | i) Formulate method of record keeping for this class, according to your agency policies. |
| c) Objectives (behavioral or performance) | |
| d) Materials needed | |
| e) References utilized | |
| f) Lesson summary | |
| g) Assignments | |

2. The lesson plan must contain a minimum of two of the following instructional method(s) which will be utilized by the instructor and explain why this method(s) were selected.

computer aided instruction	discussion	demonstration
group discussion	lecture	illustration
individualized instruction	conference	

3. The lesson plan must contain a minimum of one of the following Instructional Materials/Aids and explain why and how these materials are to be used:
 - a) Overhead Transparencies
 - b) Charts
 - c) Diagrams
 - d) Information Sheets
 - e) Student Worksheets
4. The lesson plan must contain a method of evaluation for the subject area, either written, oral, or performance, and a copy of this evaluation must be included in the lesson plan.
5. Documentation that this employee has supervised and evaluated other instructors during a class. Documentation may include either the Fire Department Instructor I checklist furnished by the Commission or other documentation supplied by the local fire department. The Instructor-II candidate must provide verbal feedback/coaching to the Instructor being evaluated on ways to improve. Written documentation of the feedback/coaching provided must be included.
6. Documentation from applicant's fire department that he/she has taught this class and has been evaluated on presentation. The Fire Department Instructor I Checklist must be completed on the applicant for this course and be signed by the reviewer (who must be at least certified as Instructor-I) and the Fire Chief of the applicant's department.
7. The class must be a minimum of two hours but must also be proportional to the subject being taught and the material to be covered.
8. A practical exercise must be incorporated in the lesson plan. The Incident Command System must be utilized during this practical exercise. Documentation of the practical and use of the ICS must be submitted.
9. Applicant must serve as an Evaluator at a Commission sponsored Hands-on or Live Fire Practical Examination. Please provide date and location that you served as an evaluator:

10. The Lesson Plan must contain Student Evaluation forms which were completed by the students who attended the class taught by the applicant. The applicant is to analyze the data and provide a report on the changes the applicant will make based upon the input received. Additionally, the applicant should analyze the examination results from the students and report on any changes to the course which needs to be made from these results.
11. The Lesson plan and course developed must contain a listing of the reference material used to develop the course. The course must meet the current NFPA Standard for the subject being taught.
12. A budget for this course must be developed by the applicant showing all applicable costs along with the total cost necessary to deliver the course on a department wide basis for the Applicant's fire department.

SECTION C

The completed lesson plan is to be submitted to the Commission Office for review and grading. This application also must be included. The results of this examination will be forwarded to the Fire Department's Training Officer on an approved/unapproved basis. It will be the Training Officer's responsibility to notify the applicant of the results and, if successful, to provide him/her with an "Application for Examination" to be submitted to the Commission Office for the written examination. If the applicant is unsuccessful, the Training Officer will be notified of the area(s) which are in need of improvement as noted below.

I certify to the Commission that the practical examination enclosed is my own work and was completed independently. I hereby authorize the Tennessee Commission on Fire Fighting to release and furnish to my employer (fire department) the results of my practical examination.

APPLICANT'S SIGNATURE (DO NOT TYPE)

DATE

I certify to the Commission that I have supervised the applicant in the completion of this lesson plan. I further certify that, to the best of my knowledge, that all work contained herein was completed solely by the applicant.

TRAINING OFFICER'S OR FIRE CHIEF'S SIGNATURE (DO NOT TYPE)

DATE

SECTION D FOR COMMISSION USE ONLY!!!

Date Request for Subject Assignment Received: _____

Date Subject Assigned & mailed to department: _____

Date Completed Assignment Received in Office: _____

Date Evaluated _____ approved _____ unapproved _____ Eval. by _____

*If unapprovable, note problem areas: _____

Additional Notes (if any): _____
